



JOB POSTING

Position: Engineering Aide – Level 3

Dept: Engineering

Reports to: Director of Inspection

Content Revision Date: 1/29/20

Position Responsibilities (include but are not limited to the following):

- Inspection of Redevelopment-funded construction projects
- Inspection of infrastructure improvement projects
- Inspection of sidewalk construction
- Inspection of sewer extensions
- Inspection of resurfacing projects
- Maintenance of field documents related to construction projects
- Keep the Director of Inspection informed as to the progress of the assigned project and the manner it is being done
- Report whenever it appears that the materials or workmanship performed on assigned project fail to fulfill the requirements of the contract documents
- Calling to the attention of the contractor, as the work progresses, all known deviations from, or infringement upon, the contract documents with respect to materials and workmanship

Knowledge, Skills, and Abilities Required:

- General computer knowledge
- Significant math & geometry skills
- Ability to read site plans and project plans
- Significant knowledge of construction materials and methods
- Basic understanding of surveying practices
- Minimum of 5 years' experience in construction related field
- Ability to multi-task efficiently
- Ability to handle the inspection of complicated and high profile capital projects
- Ability to maintain a professional attitude when faced with contentious situations with contractor or citizen

Minimum Qualifications:

Education/Training: High School diploma or GED

Working Conditions: Construction sites with some office settings

Physical Requirements:

- Ability to lift 75 pounds

Other Requirements:

- Hold and maintain a valid driver's license
- Available to work any hours the contractor is working

- Able to work in adverse weather conditions

Working Conditions:

- Year-round - Outdoors, indoors, in heat, cold, rain, wind, snow

How to Apply: Applications/Resumes and professional references will be accepted **online only** at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Applicants must use Internet Explorer to access the city website to submit their applications. Technical issues with Google Chrome are preventing applications from processing correctly. These issues are being addressed.

Applications will be accepted until the position is filled.